



Australian Government

Defence

Defence Force Transition Program

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Job Search Preparation Workshop

Joint Transition Authority

Want to learn more about how to manage your career, sell your skills and experience and build your resume to capture your military service?

Defence's Job Search Preparation online workshop is available for all ADF members at any time during their military career or when considering their career after military service.

Workshop

The virtual workshop is delivered via webinar in four modules:

- career insights
- personal branding (resume development)
- networking and job search
- preparing for interviews.

Training

Modules run for two hours each and are scheduled at various times for your convenience.

Members have one month to complete all four modules.

The training is delivered virtually through Microsoft Teams. You may not be able to access the workshop on the Defence Protected Network.

Registration

Register via the Expression of Interest option on CAMPUS by searching for *ADF Job Search Preparation*.

Further information

Talk to a Transition Coach or email dftp.national@defence.gov.au.

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Personalised Career & Employment Program

Joint Transition Authority

The Personalised Career and Employment Program (PCEP) consists of three months of career coaching and support to give you optimal opportunity to secure civilian employment or meaningful engagement.

Members eligible for this program include medically or administratively transitioning members who are between the ages of 17-30 years and have completed less than four years of military service.

PCEP helps you to gain the skills required to seek and secure work, develop a long-term career plan whilst working towards immediate employment or engagement.

What does PCEP offer?

A dedicated employment and career consultant will contact you about this module.

PCEP offers:

- access to online assessments, modules and tools to help identify and build your skills, abilities and job readiness
- assistance in helping you to develop a resume that is marketable to your skills and interests
- customised personal branding materials for you to present to the job market
- coaching in interview skills
- expert job market knowledge and connections with large networks of employers to ensure the ideal 'job-fit' is obtained
- access to positions that are not currently advertised in the job market.

How can you access PCEP?

Talk to your Transition Coach to see if PCEP meets your needs and whether your circumstances fit the eligibility criteria.

Who delivers this service?

Defence has contracted a single national provider for the provision of specialist services under the Defence Force Transition Program.

Your consultant will be a civilian career specialist who helps individuals realise their career potential.

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Transition for Employment (T4E)

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The Transition for Employment (T4E) program provides support to members with complex medical conditions to transition from the ADF to civilian employment or meaningful engagement.

The T4E program supports the member's rehabilitation, builds their resilience and assists with the development of their future civilian employment and meaningful engagement opportunities outside of Defence. T4E is a two-year program which provides time for members to manage all aspects of their transition.

In extraordinary circumstances, there is an escalation process for members who are not transitioning medically but are deemed to have complex needs.

How to access T4E

Access to the program is by **referral only**. Members can be referred by:

- their Chain of Command
- their ADF Rehabilitation Case Manager
- their ADF Transition Coach
- OR a combination of these.

What the T4E program delivers

T4E provides tailored one-on-one vocational support through specialist employment services, including:

- career profiling and vocational assessment
- competency and capability mapping
- job search coaching, strength development and
- job placement.

Members who participate in T4E are still required to access [Defence Force Transition Program](#) Transition Coaching and Support services to support them through the administrative aspects of their transition.

Your T4E Coach will work with your Transition Coach and an external consultant to guide you and your family through this process.

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Career Transition Training

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Career Transition Training (CTT) provides eligible members with up to \$5,320 towards approved training and education expenses to achieve their post-transition employment or meaningful engagement goals.

CTT activities are generally undertaken in the member's home location. If the training is not available in their home location, or if the activity is specific to a member's new location after transition, travel will be considered on a case-by-case bases.

How to access Career Transition Training

- members must apply by completing Form AC853-3 *Defence Force Transition Program Application*
- applicants can apply for up to 24 months post-transition
- medically separating members who are not fit to undertake training at the time may apply to preserve the benefit.

What can members access

- industry recognised qualifications and training
- background checks - only if required for a licence (i.e. security licence)
- professional registrations
- travel and accommodation
- TAFE and tertiary study may be considered if it aligns with the member's post-transition goals.

More information

- more information on Career Transition Training eligibility can be found in [PACMAN](#) 2.2.5
- Approved Absence entitlements can facilitate access to activities undertaken through the CTT program during service/prior to transition date
- members may incur Fringe Benefit Tax.

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Approved Absence

Joint Transition Authority

Permanent full-time ADF members can apply for leave for transition related activities while still employed by the ADF.

Approved Absence (AA) may be used for attendance at [Defence Force Transition Program](#) activities, as well as limited time (up to 3 days total) for administrative activities related to separation.

AA must be taken as a full day. Members may need to demonstrate their plan to complete multiple transition activities on the same day, i.e. house hunting, financial advice and their Medicare application.

More information about Approved Absences can be found in the [PACMAN](#) internal policy guidance.

How to access Approved Absence

Members must apply for Approved Absence by submitting Web Form AC853-3 Defence Force Transition Program Application and be supported by their Chain of Command. This will then be approved by the delegate.

More information

More information about Approved Absences can be found in the [PACMAN](#) internal policy guidance.

If you have any questions after reading this information sheet, contact your Transition Coach or email us at transition.support@defence.gov.au.

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On the Job Experience

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On the Job Experience (OJE) is another productive way to use your Approved Absence allocation to support your post-transition goals.

All members who engaged with OJE remain a member of the Australian Defence Force and are considered on duty, therefore members require consultation and agreement with their Unit Commander.

All members are in receipt of their normal Service pay and are covered for compensation under the Military Rehabilitation and Compensation Act (MRCA) 2004. Members cannot be paid any remuneration or allowances by their chosen civilian employer during the period of OJE.

Members are required to find their own OJE opportunity and must supply a copy of the written offer of OJE from the proposed civilian employer when applying for OJE.

How to access On the Job Experience

Members must apply for OJE by submitting Form AC853-3 *Defence Force Transition Program Application*.

Members can access:

- real time industry experience in their chosen industry aligned with their future career goals
- approved set period of time to undertake in the OJE placement while being paid their normal Defence salary.

More information

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Financial Advice

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Financial Advice provides members who require professional financial advice to assist them with financial decisions, find a suitable financial adviser and access up to \$1,000 towards financial adviser fees.

Access to financial advice remains for up to 24 months post-transition in accordance with [PACMAN](#) Chapter 2, Part 2. However, this cannot be used for routine tax or accounting services.

How to access Financial Advice?

Members must apply for Financial Advice by submitting Form AC853-3 *Defence Force Transition Program Application*. A Fringe Tax Benefit may be incurred.

The ADF Financial Service Consumer Centre (ADFFSCC)

The ADFFSCC aims to keep members informed so they are in a position to make the best decisions possible for themselves and their family. Their website offers a range of education material and links to trusted sources to assist in making these decisions. www.adfconsumer.gov.au

Members (and families) can access

- a list of fee for service advisers on the ADFFSCC website
- a non-ADFFSCC financial adviser provided they hold a current Australian Services Licence (AFSL)
- the Compare Your Package (CYP) tool which allows full-time ADF members the ability to estimate the value of their financial and non-financial benefits
- online tools and information for budgeting, savings, investing etc
- group financial education sessions.

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Career Transition Coaching

Joint Transition Authority

Career Transition Coaching (CTC) involves intensive specialist coaching and is available to help you identify your motivators, skills and career options. Coaching will assist you to develop an employment plan, develop interview skills, build a competitive resume, and adjust to the civilian employment environment.

Your CTC Coach will tailor a curriculum to your needs that may include:

- working closely with you to understand your work targets and career goals
- creating a hiring plan
- identifying target roles and organisations
- connecting you with opportunities from within their National Employer Network
- approaching organisations on your behalf
- researching and uncovering opportunities in the local market.

Members who participate in the program are provided with lifetime access to the online employment and training resources.

Career Transition Coaching

The Career Transition Coaching contains modules that are designed to support you in achieving your post-transition employment, education or meaningful engagement goals. There is no limit on the number of modules you can participate in. Your Transition Coach will tailor your package to meet your needs.

The following pages provide information on the modules available under Career Transition Coaching.

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Becoming a Mentor

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This module is part of the Career Transition Coaching suite. It will help you learn and understand what mentoring is, how to be a mentor, what a mentor does, and provide information, resources and guidance to assist in the preparation process for becoming a mentor.

Your consultant

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- assist you in determining if becoming a mentor is right for you
- help you consider why you want to become a mentor
- provide tips on what you should consider when becoming a mentor
- provide tips on what skills and training is required
- provide details on what a mentoring program looks like and its phases
- provide internet links to help you find mentoring programs and roles
- provide internet links for other mentoring resources.

Who should consider this module?

Members who:

- have been thinking about becoming a mentor
- would like to determine if becoming a mentor is right for them
- would like to learn more about the mentoring process and the skills and training involved
- are ready to take the next step and become a mentor.

How long will this module take?

The estimated time commitment is 2 hours over two sessions.

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Career Conversations

Joint Transition Authority

This module is part of the Career Transition Coaching suite. It will help you prepare to make a first and lasting positive impression in your new role, identify how to align yourself with the needs and expectations of the organisation, drive your personal brand and reputation and arm you with the skills to take charge of your career.

Your consultant

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- help you identify what you'll need to learn in your first 100 days, identify resources and develop strategies to manage those needs
- help you identify whom you need to influence and why, and develop a game plan to build and maintain relationships, networks and mentors to support you
- guide you on how to manage your performance, including tips to enhance and traps to avoid, and secure early wins to establish your reputation
- support you with hints and tips on how to take care of your physical, mental and emotional health and wellbeing as you settle into your new role
- help you determine the wants and needs of both yourself and the organisation, and develop a plan to ensure both parties achieve desired goals
- guide you on how to build, articulate and maintain your personal branding to sustain and maintain your personal standing and reputation in the organisation
- help you build a robust career plan and action steps to conduct ongoing career conversations with your leader to drive your career success in the organisation and above.

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Career Conversations

Joint Transition Authority

Who should consider this module?

Members who:

- are keen to make a positive and lasting impression in a new role, both internally and externally, and enhance reputation through developing a personal branding campaign
- are keen to learn the additional expectations of senior management roles to drive both personal and organisation success
- are keen to build a future-focused career development and action plan and conversation strategy to drive lasting career success.

How long will this module take?

The estimated time commitment is 2.5 hours over two sessions.

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Coaching for Change

Joint Transition Authority

This module is part of the Career Transition Coaching suite. It will give you techniques and skills to manage your transition to civilian life, including employment.

Your consultant

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- help you identify gaps between military life and your post-transition employment goals
- provide you with techniques and strategies to overcome difficult challenges
- assist you with building and maintaining a work-life balance
- help you to identify purpose in a new role
- assist you to identify and approach a potential workplace mentor.

Who should consider this module?

Members who:

- have landed a new role but are finding the adjustment to a new environment challenging
- are finding their upcoming transition daunting or are concerned about the potential challenges faced in civilian employment
- are wishing to proactively set themselves up for success in their post-transition careers.

How long will this module take?

The estimated time commitment is 1 hour.

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Competency and Capability Mapping

Joint Transition Authority

This module is part of the Career Transition Coaching suite. It will help you learn and develop strategies to find work that aligns with your post-transition employment goals.

Your consultant

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- support you to identify gaps between your current skills and the skills required for your post-transition employment goals
- provide guidance on appropriate education and training options to address gaps for your post-transition goals
- provide advice on alternative career options based on your skills and strengths.

What do I need to prepare?

Members are encouraged to complete the Strengths Analysis activity via the module workbook or online portal.

Who should consider this module?

Members who:

- have a clear career goal or interest and lack knowledge about potential gaps in current skills
- are interested in exploring alternative career options
- need support in researching study/training options.

How long will this module take?

The estimated time commitment is 1 hour.

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Developing Career Goals

Joint Transition Authority

This module is part of the Career Transition Coaching suite. It will assist you to determine your civilian career goals post-transition.

Your consultant

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- provide tools, support and guidance to help you determine your career goals
- provide an ideal position report and work target overview
- provide coaching and advice to help you navigate your career change
- assist with building your skills and confidence to respond to common problems during a career transition
- show you how to navigate the career market
- provide you with statistics and insights relating to the current job market.

Who should consider this module?

Members who:

- are ready to create a plan of action for their career path
- are unsure how to set achievable career goals.

How long will this module take?

The estimated time commitment is 2.5 hours over two sessions.

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Interview Skills

Joint Transition Authority

This module is part of the Career Transition Coaching suite. It will equip you with the confidence to prepare for a job interview.

Your consultant

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- advise you on how to present yourself at a job interview
- provide you with the skills to develop answers to common interview questions
- guide you on how to confidently address an interview panel
- guide you on how to respond to challenging interview questions
- suggest scripts on how to respond to salary questions
- help you prepare questions to ask an interviewer
- help you develop a statement to address why are leaving the ADF.

Who should consider this module?

Members who:

- have not had recent experience interviewing
- are active on the job market but not receiving offers post-interview
- are struggling to articulate their career and work achievements.

How long will this module take?

The estimated time commitment is 1 hour.

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Job Connections

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This module is part of the Career Transition Coaching suite. You will work with a job connections consultant to determine your career targets.

Your consultant

A job connections consultant from a contracted external provider will contact you about this module.

Your consultant will:

- work closely with you to understand your work targets and career goals
- create a hiring plan
- identify target roles and organisations
- identify salary expectations
- connect you with opportunities within their National Employer Network
- approach organisations on your behalf
- research and uncover opportunities in the local market
- provide feedback and consistent communication.

Who should consider this module?

Members who have completed the following Career Transition Coaching modules:

- Personality Mapping and Career Insights
- Resume and Job Search Skills
- Interview Skills.

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Negotiation Skills

Joint Transition Authority

This module is part of the Career Transition Coaching suite. It will offer you guidance and assistance on how to confidently negotiate a job offer that best meets your needs.

Your consultant

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- guide you on how to discuss a job offer with a future employer
- provide guidance on how to understand and articulate your value in the marketplace
- provide you with tools and scripts to help you prepare for and conduct salary negotiations
- discuss other (non-salary) benefits you could negotiate with your future employer.

Who should consider this module?

Members who:

- are not familiar on what is and is not appropriate to negotiate
- are not comfortable talking to potential employers about their salary expectations, or are unsure if their expectation is relative to current market rates
- are presented with multiple job offers or are likely to be.

How long will this module take?

The estimated time commitment is 1 hour.

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Personal Branding and Marketing

Joint Transition Authority

This module is part of the Career Transition Coaching suite. It will help build your professional network and personal brand to assist with your transition to civilian life.

Your consultant

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- support you to build professional networking skills
- show you the benefits of having a LinkedIn profile
- help you build a personal brand
- provide advice on how to write and promote your career achievements
- help you explain to future employers why are you transitioning from the ADF.

Who should consider this module?

Members who:

- do not have a current market-ready resume
- are unsure how to create a professional network
- would benefit from a professional online presence to increase opportunities.

How long will this module take?

The estimated time commitment is 1.5 hours.

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Personality Mapping and Career Insights

Joint Transition Authority

This module is part of the Career Transition Coaching suite. It will help you build better self-awareness, identify your interests and work styles.

You will undertake a Birkman Career Assessment which is an online personality, social perception and occupational interest assessment. Your consultant will help you understand the information you receive in your results.

Your consultant

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- discuss the module with you and how to undertake the profile questionnaire
- discuss the results of your Birkman Career Assessment
- help you identify the type of work you are likely to enjoy and be successful at
- provide insights to help you gain a deeper understanding of your strengths and needs
- provide an understanding of your leadership style.

Who should consider this module?

Members who:

- are transitioning from the ADF
- would like insight into their strengths, weaknesses and work style.

How long will this module take?

The estimated time commitment:

- Birkman Assessment – 1 hour
- qualified debrief – 1 hour

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Planning for Retirement

Joint Transition Authority

This module is part of the Career Transition Coaching suite. It will give you techniques and skills to manage your transition to civilian life and into retirement.

Your consultant

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- help you explore how to plan for the next phase of your life
- provide coaching on conducting a self-assessment to identify your goals, values, strengths and personal mission in retirement
- provide guidance on how to explore lifestyle options in retirement
- offer information on wellbeing and community involvement
- provide coaching on how to understand your retirement options and develop a plan to meet your identified goals.

Who should consider this module?

Members who:

- are planning to retire but are struggling to articulate what this will look like for them
- are considering a shift away from full-time work with retirement a consideration in the next two to five years
- are unsure of what their plan is post-transition.

How long will this module take?

The estimated time commitment is 2.5 hours over two sessions.

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Preparing to Study

Joint Transition Authority

This module is part of the Career Transition Coaching suite. It will help you determine what you'd like to study, explore your options and understand financial and time expectations.

Your consultant

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- provide you with an overview of growth industries and occupation trends that may factor into your study considerations
- help you identify your interests, aspirations and long-term goals and determine the most suitable qualification(s) to bring them to life
- discuss university options, expectations, gateways and military academic pathway programs
- help you to understand time and financial costs, degree fee structure and loans, concessions, exceptions, VET fee help and how to apply
- discuss paid traineeship options, timelines, short-term expectations and long-term outcomes
- help you identify relevant and existing skill sets aligned with your study choice and secure recognition of prior learning credits

- provide you with links, tools, and support mechanisms to help you with the application process
- provide you with hints and tips for garnering study support, connecting with other veterans, preparing for remote study, managing your time, building a network and maintaining a positive mindset to set yourself up for success
- build a succinct action plan using SMEAC (Situation, Mission, Execution, Administration, Command), supported by SMART (Specific, Measurable, Attainable, Relevant, Timeline) goals.

Who should consider this module?

Members who:

- are considering studying and are uncertain about what to study
- have long-term goals and are keen to explore study options to meet their goals
- are considering study and would like to learn about various study options available to them.

How long will this module take?

- The estimated time commitment is 2.5 hours over two sessions.

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Preparing to Volunteer

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This module is part of the Career Transition Coaching suite. It will help you understand the nature and scope of volunteering and identify options that align your skills and interests.

Your consultant

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- assist you with a thorough analysis of your skills, interests, values, passions and aspirations to help you determine the kind of volunteering you'd like to pursue
- provide you with a comprehensive list of options from which to choose
- help you determine the time and energy you'd be prepared to commit to volunteering
- help you research your options and find what's best suited to your needs and interests
- coach you on how to develop a volunteer-specific commercial, resume, cover letter and interviewing strategy to secure your target
- provide you with sample templates to build or tailor your marketing resources

- provide you with an understanding of your volunteering rights and responsibilities
- help you build a robust strategy and action plan to realise your volunteering goals.

Who should consider this module?

Members who:

- are interested in volunteering as an opportunity to develop skills for a paying job
- are interested in volunteering services are part of their retirement planning
- are keen to give back to the community and engage in volunteering in the long term.

How long will this module take?

The estimated time commitment is 1.5 hours. If you have a resume, bring it with you.

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Resume and Job Search Skills

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This module is part of the Career Transition Coaching suite. It will help you learn and develop strategies to find work that aligns with your post-transition employment goals.

Your consultant

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- assist you to identify job opportunities that align with your post-transition employment goals
- provide internet links and apps for identifying job opportunities
- provide tips on how to work with recruiters
- provide tools on how to network to find opportunities
- help you develop and showcase skills and accomplishments to address your employment goals
- provide resume samples and templates to help you build or tailor your resume to the roles you are targeting

- provide guidance on how to write a resume and cover letter in response to job adverts and how to address the selection criteria.

Who should consider this module?

Members who:

- do not have a current market-ready resume
- are ready to actively apply in the job market.

How long will this module take?

The estimated time commitment is 2.5 hours over two sessions. If you have a resume, bring it with you.

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Social Connectivity

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This module is part of the Career Transition Coaching suite. It will help you understand why social connectivity is vital to maintaining effective working and personal relationships outside of Defence and how to enhance your social skills and maintain lasting relationships.

Your consultant

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- discuss the positive impact social connectivity has on your health and wellbeing
- help you identify the skills you already have and how to enhance them
- discuss the benefits of effective communication in a professional capacity
- provide you with suggestions on how to *find your tribe* including veteran and non-veteran support groups
- help you assess your likeability, communication skills and behaviours and identify ways to enhance and drive engaging conversations
- coach you on how to keep conversations alive using effective questioning according to the circumstances you are in

- provide you with tools and tips to maintain lasting relationships both in person and virtually
- provide useful links to resources and materials to enhance your social connectivity, including a comprehensive list of open questions to use for every occasion.

Who should consider this module?

Members who:

- are interested in enhancing their likeability, communication skills and behaviours
- are keen to combat shyness or social anxiety and build the confidence to create and maintain lasting relationships outside the comradery of the ADF.

How long will this module take?

The estimated time commitment is 2 hours over two sessions.

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Volunteering Connections

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This module is part of the Career Transition Coaching suite. You will work with a Volunteering Connections consultant to identify nature and scope of volunteering opportunities in your region and areas of interest, and to identify options that align with your skills, interests and values.

Your consultant

A Volunteering Connections consultant from a contracted external provider will contact you about this module.

Your consultant will:

- create a connection and communication plan
- identify target roles and organisations, charities and associations
- connect you with opportunities from within their network and approach on your behalf
- research and uncover opportunities in your local region or targeted field
- provide feedback and consistent communication.

Who should consider this module?

Members who:

- are interested in volunteering as an opportunity to develop skills for a paying job
- are keen to give back to the community and engage in long term volunteering
- have completed the following Career Transition Training modules:
 - Personality Mapping & Career Insights
 - Preparing to Volunteer
 - Retirement Planning.

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